



TOWN ADMINISTRATOR'S REPORT

January 28, 2020



ADMINISTRATION:

Town Administrator (TA) Greg Johnson submitted his TA Recommended FY21 Comprehensive Budget and Message to the Board of Selectmen on January 21, 2020.

TA Greg Johnson and Assistant Town Administrator (ATA) Megan Zammuto attended the recent Maynard Business Alliance (MBA) meeting to brief the attendees on a summary of New Growth for the tax base, thanking them for their work that contributes towards this growth, and advocating support and asking for questions related to the proposed Town Meeting warrant article to appropriate funds to construct a Fire Station.

TA Johnson, ATA Zammuto and Town Planner Bill Nemser received a brief from Ellen Duggan of the Sesquicentennial Committee on her group's progress and planning.

TA Johnson endorsed the proposal of Holly Camera of the Beacon-Villager newspaper to run a series of "How-To" articles related to services provided by Town Hall. The series began with topics related to the Town Clerk's Office.

TA Johnson and staff met with representation from Lincoln Property Group's leasing team whose objective is to increase tenancy of Mill & Main.

TA Johnson and staff are continuing to collaborate with the Coolidge School Working Group in support of transferring ownership and successful renovation of the Coolidge School.

TA Johnson and Finance Director Mike Guzzo attended the Finance Committee and Budget Sub-Committee and report on their development of the proposed TA Recommended FY21 Comprehensive Budget.

Through invitation, TA Johnson attended a School Committee meeting to report on the status of negotiating an intergovernmental Memorandum of Agreement between the School Committee and Board of Selectmen to establish a shared position of Director of Building Operations, as well as offer advice in consideration of the recently received roof assessment report of the Green Meadow Elementary School.

Per the recommendation from Director of Public Works Justin Demarco, TA Johnson appointed members to a "Tree Committee" to provide guidance to Mr. Demarco in his execution as the town's Tree Warden.

TA Johnson, ATA Zammuto, Human Resource Coordinator Stephanie Duggan, and Town Planner Bill Nemser all attended the Massachusetts Municipal Association's Annual Conference in Boston from January 24-25, 2020.

Council on Aging:

The Council on Aging is excited to be offering several special presentations in the next two weeks. On January 22, Anne Marie Lesniak Betley will be talking about Chinese Medicine and the Winter Season. January 27 we'll learn about the FDA's final nutrition facts label for packaged food from Denise Mercury, Minuteman Senior Services' nutritionist. Lucia Camara, Bereavement Minister from Nashoba Nursing Service and Hospice, will guide us through Winter Blues & Grief on January 29. To end the month Life Care Center of Acton will be by with lunch and introductions to their new staff.

Department of Public Works:

Since January 1st of 2020 the Department of Public works has been working diligently to enforce the town's solid waste regulations/rules in conjunction with the adopted change in the "Pay-As-You-Throw" sticker prices. Most of the confusion the department has seen in their daily inspections is one or more of these violations listed from the rules and regulations. These rules can be found on the department's website under solid waste, or referred to the E.L Harvey flyer that all residents receive bi-annually.

1. The Department of Public Works strictly enforces the 32-gallon barrel rule. Trash left at the curb in barrels larger than 32-gallons will not be picked up. If a 32-gallon barrel is used to consolidate loose remodeling debris, it cannot weigh more than 39lbs.
2. Large items-objects "bulk items" that weigh less than 39lbs, or up to three feet long will be collected only with \$14 worth of sticker tags attached.
3. 32-gallons barrels of trash must be filled only to the level where a cover if applied would fit. Over filled barrels will be left at curbside. Put sticker on top item in barrel.
4. 15-gallon trash bags or barrels cost \$2.00
5. 32-gallon trash bags or barrels cost \$4.00
6. Half-filled bags, are still subject to the cost listed above
7. Utilize the recycle bins provided, you can also purchase a second recycle bin from E.L Harvey for a one-time fee

Examples and visuals to assist with any confusion:



The use of a barrel larger than 32 gal is not permitted. 32 gal barrels can be used, but can't be overflowing.



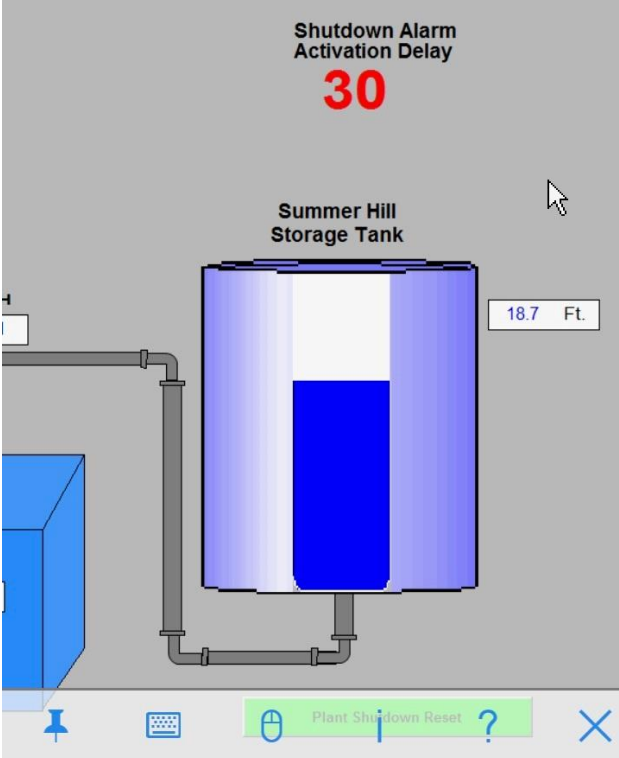
This is the size barrel to be used for one \$4.00 trash sticker to be put on the bag or on the top loose trash item.

You must put a \$4.00 trash sticker on each 32 gal trash bag that is put out.



On Wednesday, January 15th at 9pm the department's Water and Sewer Foreman received a call from the Police Department regarding a large amount of water flowing out of the ground on Nason Street. After responding to the call, our Foreman made the determination that it was a water utility leak or break. Our staff isolated and contained the water flow around 3am, but unfortunately the length of time it took to isolate the leak was due to there being a couple of gate valves not working with one having a broken nut. The reason the Department of Public Works requested water conservation by the town in reaction to this incident is based on the large amount of water lost because the broken distribution pipe is a ten inch water main from 1921. We lost over 5 feet of water in our storage distribution tanks. Our water production process was unable to keep up with the water loss. When the tanks drop to low, the pressure in our system can have effects on the high elevation residential housing areas, as well as the housing areas furthest from the tank. Our crews proceeded to excavate and find the broken pipe around noon on Thursday, January 16th, and the complete pipe removal and replacement was done with water restored at 9pm. Currently, the department is planning to patch the asphalt where the excavation took place. The adjacent asphalt was disturbed and will be addressed when full paving operations are executed in the spring/summer. I would like to add if any residents have not signed up for the town's new Hyper-Reach emergency system they should, as it allows information on many emergency situations such as this to be relayed to residents. Information is also found on the town website.





Fire Department:

- Long-time Fire Department Administrative Assistant Nancy Brooks is retiring effective January 31st, 2020. Nancy has been an outstanding employee for the past 30-years and she will be sorely missed by all of us!
- We have hired firefighter Alan Portis to fill an anticipated vacancy. Alan started with us on January 6th and has been assigned to Group 1.
- We have had 84 emergency requests for services since December 31, 2019.
- We have had 37 documented fire prevention activities since December 31, 2019, including inspections.
- We have had 38 in-house training events since December 31, 2019. Training remains focused on Firefighter on Probation Training.
- We have had 81 maintenance related activities since December 31, 2019.
- We are continuing to work with the owner of 3-10, and 11-22 Railroad Street to ensure they are in compliance with appropriate fire safety regulations.
- Engine 2 was out of service again during the past few weeks. We have had work done by our apparatus vendor and are hopeful the issues have been corrected.
- We have just about completed the communications upgrades for fire and police. For the first time in many years, police officers and firefighters can communicate directly with each other via radio, and our dispatchers can communicate with both simultaneously.
- The boiler at the fire station recently shut down again. One of the sections in the system was completely rotted out and had to be taken offline. We have had ongoing and increasing issues with the boiler in recent years.
- We had repair work done on two entry doors here at the fire station to ensure proper security of the building.
- We are continuing to watch a roof leak that appeared a few weeks ago. It appears to have stopped for the moment.

Library:

- Building Issues: I want to thank the DPW for clearing the lawn of leaves on one of few snowless days between early November and mid-January.
- Meeting Room Use: 42 meetings were held in December as opposed to 35 held during Dec 2018.
- Reference Report:
 - Exams Proctored: 4.
 - Kanopy Plays: 101.
 - Programs: Photography Film Series rescheduled due to snow. Using the Minuteman Library Catalog workshop had no attendees.
 - Reference News: We will be hosting a representative from the U.S. Census Bureau on Tues, Jan 28 to answer questions about Census jobs and help people complete the online application. Beginning this month I will be running a series of Google-themed technology workshops. January's workshop is Getting Started with GMail, February's is Getting Organized with Google Calendar, and March is Get on the Cloud with Google Drive. The last of the three part Photography Film Series will be this month featuring Dorothea Lange: Grab a Hunk of Lightning. We will take February off and start a new film series in March with a TBA theme.
- Young Adult Librarian Report: December was a busy month.
 - Reference questions answered: 20
 - Children's Programs: I had 4 children's programs this month - Baby Storytime and Family STEM Night - that had a total attendance of 55.
 - All Ages/Family Programs: There were 3 sessions of DIY Gift Making, open to kids, teens, and adults, and 2 vacation week programs open to kids and teens with a total attendance of 46.

- YA Programs: There were 7 attendees at the YA Journal Making workshop during vacation week. All told 10 programs with 108 attendees.
- Children's report: 176 children attended programs in December. Special high lights included a "Holiday House" activity with Linda Gilberti and "The Wonder of Worms" held during the winter break.
- LSTA grant update: Deric Wilson is applying for a MBLC grant to fund programs for "new adults" meaning people in their early 20s.
- Circulation: The library circulated 8,627 items in December as opposed to 8,653 in Dec 2019. 575 went out through the self-check module. 5,122 items were discharged. 63 new cards were registered. The wireless was accessed 651 times. There were 606 computer log-ins. 4,381 items were routed in for patrons to use and 4,976 were routed out for use by patrons from other communities (quarterly). 149 items were withdrawn and 327 added, making the collection size, 79,807.
- Number of people in the library: 7,324.

Office of Municipal Services (OMS):

- The Master Plan Steering Committee will hold a meeting on January 23, 6:30 at Town Hall. This meeting will include a discussion creation of an Implementation Committee.
- Staff has requested standing meetings with representatives of the Fazheng Group (of the Beijing Royal School). The purpose is to ensure any issues arising are addressed early in the process and dealt with as efficiently as possible. To date, only interior Building permits have been applied for (and issued).
- Maynard, Acton and Metropolitan Area Planning Council (MAPC) staff has begun the "Powdermill Corridor" analysis and plan. Staff believes that this will be beneficial to deal with the impacts of Powdermill Place, Beijing Royal School and other businesses that may locate or expand in the Powdermill area. The final product is intended to provide the town's with a foundation to devise: proactive strategies: apply for infrastructure funding and maximize the economic benefit of new businesses to Maynard. It is hoped the study completed by the summer.
- The drive-thru coffee shop proposed at 86 Powdermill Road has been continued by the Planning Board until Feb 11, 2020. The subject property contains two separate parcels; each dependent upon the other for circulation and other necessary site functionalities. Since the project was submitted to the Planning Board, a dispute has arisen between the two owners regarding internet easements etc. The Planning Board has directed the applicant to rectify situation before the hearing continues.
- OMS will require DPW sign off on water and sewer capacity prior to deeming applications for new development "complete". An incomplete submittal package will not be stamped in or scheduled for a hearing.
- TA Megan Zammuto has completed first round interviews for the Office of Municipal Services Department Assistant position.
- All occupancy permits for residential buildings at The Vue at Maynard Crossing have been granted.

Administration

- TA Greg Johnson, ATA Megan Zammuto and Town Planner Bill Nemser met with State Representative Kate Hogan and Legislative Director, Katie Walsh on January 20th. The group discussed water infrastructure and transportation challenges and opportunities in Maynard.
- TA Greg Johnson, ATA Megan Zammuto and DPW Director Justin DeMarco met with Ellen Duggan, Jack MacKeen, and Linda Thayer to discuss the Sesquicentennial Committee's beautification efforts, and

scheduled events. The first event is the time capsule opening that will take place on April 19th at the Sanctuary from 2:00 – 4:00 PM.

Police:

- We have had some personnel shifts due to recent promotions that went into effect this December. Officer Mirella Ruggiero has officially assumed the role of School Resource Officer and Juvenile Detective, while Trista Manchuso has taken the role of full-time Detective. We continue to work towards implementing and filling the new position of Deputy Chief and the change in structure for the Department which is the best course for the Department moving forward. We had a relatively quiet Holiday season which is what we strive for.
- As the Department is relatively young, we are implementing a process whereby officers and supervisors are educated on succession planning/professional development process to further the ability of every officer to succeed. As always, the success of the Department is a team effort and everyone is adapting to all the recent changes with a positive attitude.
- The Police Department and Fire Department implemented the new radios which are compatible for both departments. So far it seems to be working well and only a few minor issues which are to be expected.

INCIDENTS:

- On December 7th, Officer Petersen took a report from a resident that had their credit cards stolen while on vacation in San Diego, and they had been used at various locations in San Diego. The resident had been advised by her credit card company to file a report. Officer Petersen advised the resident to set up credit card monitoring to ensure no further charges.
- On December 10th, Officer Hyde took a report from a resident that reported someone contacted her saying that her social security number had been cancelled due to her involvement in drug transportation and money laundering. The individual attempted to gain information about the individual through a series of questions. The reporting party did not answer any further questions and filed a report with the Maynard Police Department. She was advised to file a report with social security as well.
- On December 11th, Officer Brennan responded to a reported of a motor vehicle crash, car into a building. There were no injuries. It was determined that two vehicles had collided and when that occurred the one of the operators pressed the gas pedal rather than brake pedal, and it had gotten stuck.
- On December 16th, Officer Davoll responded to a residence on Michael Road for two damaged mailboxes. The residents repaired the damage, and the incidents are on file.
- On December 17th, Officer Seeley responded to a report of a loose aggressive dog in the area of Dawn Road. Officer Seeley was able corral the animal and led it into the owner's residence. Animal Control was notified.
- On December 31st, Officer McGrath responded to Bud's Variety for a report of stolen lottery tickets. The incident is under investigation and awaiting additional video footage.

COMMUNITY OUTREACH:

- The Maynard Police Department held its annual Toys for Kids drive, and it was another successful year! Thank you to Detective Manchuso, Juvenile Detective Ruggiero and Officer Maskalenko for all of their hard work. This toy drive provides many families the ability to provide a special holiday to their children, and we are proud to provide this service to our community. Though, we would not be able to do it without the generous donations from residents and business owners in Maynard, we thank

you!

- Unfortunately, due to inclement weather the Christmas Parade organized by the Maynard Police Relief Association and Fire Relief Association had to be cancelled because of weather. However, Maynard resident and Retired Firefighter Gerry Byrne and his wife Lori escorted Santa Claus and Mr. Grinch in his fire truck visiting neighborhoods around Maynard before the storm. Thank you to the Byrnes as it was a resounding success.

MOTOR VEHICLE ACTIVITY

- Civil Citation 30
- Written Warnings 66
- Verbal Warnings 240
- Arrests (Motor Vehicle Related) 4
- Criminal Complaint 5

Total Motor Vehicle Stops 345

Location & Number of Motor Vehicle Accidents

- | | |
|--------------------|---|
| ➤ Acton Street | 1 |
| ➤ Brown Street | 1 |
| ➤ Concord Street | 1 |
| ➤ Great Road | 2 |
| ➤ Main Street | 3 |
| ➤ Maple Street | 1 |
| ➤ Nason Street | 1 |
| ➤ Powder Mill Road | 1 |
| ➤ Sudbury Street | 1 |
| ➤ Summer Street | 1 |

Total 13

1. Kevin Lorthe Waltham MA Warrant Arrest
2. Matthew Paul Kinnunen Maynard, MA - OUI Liquor 2nd Offense Negligent Operation of MV, MV Operator Refuse to Identify Self Resist Arrest, Trespass with MV Number Plate Violation, Possess Open Container of Alcohol in MV
3. Kevin J Porter Maynard, MA - Warrant Arrest-Murder
4. Christopher J Lebel Maynard, MA - Possess Class A Drug Possess Class B Drug Possess Class E Drug
5. Harland Kenneth Lavigne Leominster MA - OUI Liquor, Negligent Operation of Motor Vehicle

TOTAL ARRESTS: 8

- It is important to note that subjects are placed under arrest based upon probable cause and the arrest, in and of itself, is not a determination of guilt. Arrests that are not listed may represent juvenile or domestic violence arrests, or those placed into protective custody.